



DEPARTMENT OF THE ARMY
KANSAS ARMY NATIONAL GUARD
HEADQUARTERS 235TH REGIMENT (KS-RTI)
BUILDING 450, 2850 SCANLAN AVENUE
SALINA, KANSAS 67401-8128

S: 20 June 2014
6 June 2014

NGKS-RTA-X

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Lateral Move Opportunity-MSG

1. The following traditional (M-Day) vacancy exists within the 2nd Modular Training Battalion (MTB), 235th Regiment Salina, KS 67401:

a. Branch Chief – BNCOC / MSG / DMOS 00F58 (MOS immaterial)

b. UIC W8GBA2 / para 002G / lin 01

2. Background: The current TDA lists this position as the Basic Noncommissioned Officer Course (BNCOC) Branch Chief (NCOES Company NCOIC). KSRTI no longer offers BNCOC as Phase 1 of BNCOC has transitioned to the Advanced Leader Course (ALC) common core via distance learning. As the 235th implements TDA changes to reflect our current and future missions, this position will be transitioned to the Battalion QC/Accreditation NCO position. As the MTB implements future MOS specific NCOES courses, this position will be critical. This lateral opportunity is available to fully qualified, experienced and successful Master Sergeants (MSG/E-8) or First Sergeants (1SG/E8).

3. Position Description: Serves as one of the two senior enlisted advisors to the Battalion Commander and the Commandant on issues concerning the Army Program for Individual training (ARPRINT) mission. Oversees four Career Management fields their respective course managers, instructors and students. Assists in requesting and coordinating equipment, training aids, publications, and facilities required to conduct classes. Counsels Soldiers and maintains Soldier, student and course records IAW accreditation standards. Assists in preparing DA form 1059 and out processes academic failures from appropriate courses. Mentors course managers and instructors, updates standard operating procedures (SOP), and processes reports to meet accreditation standards.

4. Position Requirements:

a. Rank: MSG8/E8 (This is a lateral move and not an EPS selection for fill/promotion).

b. Experience: Prior experience as a Platoon Sergeant within a company size element, with a required minimum of one documented NCOER for a Platoon Sergeant with a minimum rated period of 365 days total or 120 days on a deployment. Additional

documented Platoon Sergeant and First Sergeant/Detachment NCOIC combat leadership experience is preferred.

c. Training: Army Basic Instructor Course (ABIC) or equivalent completion preferred. If ABIC has not been completed, individual must be able to complete the course within 6 mos of transfer.

d. Individual must have a current passing APFT IAW AR 350-1 and must meet height/weight standards IAW AR-600-9. Individuals flagged for weight, APFT, security violation or pending any adverse actions will not be considered.

5. Application Procedures: All Soldiers interested in the lateral move must submit a packet containing the following items NLT 6 June 2014:

a. Current biographical sketch (NGR 600-200, Figure G-3).

b. Current Official DA Photograph – not required but highly recommended.

c. Current Enlisted Record Brief (ERB).

d. DA Form 1059 from SLC/ANCOC showing completion of all phases.

e. DA Form 1059 from ABIC or equivalent and other ASI courses.

f. Letter from current chain of command indicating their recommendation for the advertised position and acknowledging their approval of the transfer if selected.

g. If applicable DA form 3340 for any current temporary or permanent physical profiles.

h. DA form 705 IAW AR 350-1.

i. Certified height/weight or DA form 5500 or 5501 IAW AR 600-9.

6. The completed packet can be emailed to 1SG Nancy E. White at nancy.e.white24.mil@mail.mil

7. POC for duty description related questions is SFC Jill Weems, MTB Readiness NCO at 785-822-6617 or jill.r.weems.mil@mail.mil

8. Final recommendation for selection will be made with input from key MTB leaders and staff. Final selection approval will be the 235th Regimental Commander once the 235th CSM has obtained concurrence from JFHQ-G1-E and JFHQ-LC-CSM.

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9. The MTB Commander and NCOIC may conduct interviews.

10. POC for this memorandum is 1SG Nancy White at 785-822-6612 or nancy.e.white24.mil@mail.mil


SCOTT T. HENRY
LTC, MI
Deputy Commander

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